



KING COUNTY
SENIOR ACCOUNTANT
DEPARTMENT OF NATURAL RESOURCES & PARKS
SOLID WASTE DIVISION
Hourly Salary Range \$24.62 - \$31.20
Job Announcement: 05RW5473
OPEN: 9/7/05 CLOSE: 9/14/05

WHO MAY APPLY: This position is open to all qualified career service employees who are members of Teamster Local Union 117 bargaining unit.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Solid Waste Division, Attn: Human Resources, 201 South Jackson Street, Suite 701, Seattle, WA 98104.** You may e-mail your application materials to hr.swd@metrokc.gov, send via interoffice mail to KSC-NR-0701, or fax your materials to (206) 296-4473. We are not responsible for incomplete fax transmissions. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King Street Center, 201 South Jackson Street, Suite 701, Seattle WA 98104.

WORK SCHEDULE: This is a fulltime position (40-hours per week) and overtime eligible.

JOB SUMMARY: This position is responsible for assuring accurate and complete recording, accounting and reporting of the Solid Waste Division revenues. This includes coordinating the balancing of all daily site activity and ensuring all transactions are accurate and in compliance with established policies and procedures. This position will serve as a technical resource to four unit staff on administrative and financial issues and support the Accounts Receivable Supervisor in planning, organizing, delegating and monitoring unit activities.

PRIMARY JOB DUTIES INCLUDE:

1. Perform and/or lead in the reconciliation of the Division's cashing system activity through the Solid Waste Billing Interface to ARMS and AIRS. There are currently over 1 million financial transactions from eleven sites totaling over \$80 million in revenue processed annually.
2. Perform and/or lead in various other reconciliations such as monthly ARMS Revenue to source documents, Accounts Receivable account balances to the subsidiary ledgers and bank account reconciliations.
3. Research and resolve discrepancies in billed amounts with customers and staff. Oversee preparation of billing and journal entries to correct discrepancies verifying completeness, accuracy and the adherence to County and Division policies, procedures, codes, ordinances and ARMS coding structures.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

4. Prepare or review internal and external reports which include Monthly Tonnage, Activity and Revenue Reports, Health Department Surcharge Report, State of Washington excise tax return, and the Schedule of Expenditures of Federal Assistance or State Award.
5. Oversee the exception logs process which includes reviewing documented deviations from Scale Operator policies and procedures for accuracy. Present and review exceptions with Scale Operator Leads/Supervisors and verify follow-up action has been taken.
6. Assist in the modification and maintenance of the Solid Waste Cashiering System and the Solid Waste Billing Interface System which includes defining, testing and implementing system modifications and enhancements.
7. Assist in the planning, organizing, delegating and monitoring of the Accounts Receivable Unit's activities. This would include providing work direction, instruction or advice on accounting methods or procedures and customer service issues.
8. Assist in the implementation and monitoring of audit recommendations for all cash, revenue and accounts receivable issues.

QUALIFICATIONS: Bachelor's Degree in Accounting, Finance, or Business related area and four years of experience performing accounts receivable duties in an automated accounting environment or an equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

- Demonstrated ability to research, analyze and solve problems.
- Demonstrated ability to use Microsoft Excel to develop and maintain complex spreadsheets.
- Working knowledge of Microsoft Access and Microsoft Word
- Strong oral and written communication and presentation skills.
- Skill in analyzing and interpreting financial data and preparing financial reports
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
- Knowledge of supervisory practices

UNION MEMBERSHIP: This position is represented by Teamster Local 117, Professional & Technical Employees